**Complaint Form - Stage 3**

Please complete and return to the Executive Headteacher (Stage 3) via the Trust Governance Officer (hello@swale.at).

Receipt of your complaint will be acknowledged and next steps explained within 5 school days.

| Date: | Pupil’s name: |
| --- | --- |
| Name and relationship to the child: |
| Contact address: | Telephone: |
| Email: |

| Please give details of what actions were taken (by yourself and the school) at Stage 2 of the Trust Complaints Policy to try and resolve your complaint? |
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| Please provide details of why you now feel your complaint should be considered at Stage 3: |
| What further actions do you feel may resolve the problem? |
| Are you attaching any paperwork? If so, please give details.Signature: Date: |

| **Official Use** Date acknowledgement sent/who sent it: |
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